

MCAP Login - Windows Internet Explorer

https://courts.michigan.gov/MCAP/login.aspx

File Edit View Favorites Tools Help

Convert Select

Share Browser WebEx


MCAP Login


Michigan Court Application Portal

Michigan Supreme Court Applications

You are not currently logged in.

Utilities

User Name: 

Password: 

Login

Reset Password
If you've forgotten your password, or it is now invalid, you can [request a new password](#).

MCAP Help Desk

- [Submit](#) an error report.
- [Ask](#) a question.
- [View](#) frequently asked questions.
- [Did You Know?](#) user tips.

External Links

- [Reporting Requirements and Materials](#)

Tutorial

- [Login to MCAP](#)

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).
This site has been optimized for Microsoft Internet Explorer 5.x and above.

Internet 100%

Your user name will be your last name and first initial; the password will also be your last name and first initial until you are forced to change it the first time you access the web application.

MCAP Login - Windows Internet Explorer

https://courts.michigan.gov/MCAP/login.aspx

File Edit View Favorites Tools Help

Share Browser WebEx

Convert Select

Links

MCAP Login

Home RSS Print Page Tools

Michigan Court Application Portal Michigan Supreme Court Applications Logout

Welcome, Deborah M. Marks

Applications Utilities

Applications

Absent Without Legal Permission (AWOLP) Go

Change Password
Change your password for MCAP.

Change your password here.

MCAP Help Desk

- [Submit](#) an error report.
- [Ask](#) a question.
- [Download](#) user guides, reporting instructions, and user request forms.
- [View](#) frequently asked questions.
- [Did You Know?](#) user tips.

External Links

- [Reporting Requirements and Materials](#)

Tutorial

- [Login to MCAP](#)

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).
This site has been optimized for Microsoft Internet Explorer 5.x and above.

Because it starts with “A,” the AWOLP application will likely be the first application in the list. Click “Go” to enter the web application.

Internet 100%

Michigan Court Application Portal

AWOLP Home

Welcome, Deborah M. Marks

Applications | **AWOLP Home** | Administration | Reports | Utilities

☒ New
 ☒ Open
 ☐ Disposed
 [Change](#)

Rows: 20

[2](#)
[3](#)

<< First < Previous Page 1 of 10 Next > Last >>

	Minor Name	Date Missing	County
<input type="checkbox"/> OPEN	Aardvark, Aaron	5/31/2011	Allegan County

Menu Options

- Reports**
View Report [Detail](#) information.
- Web Listings**
View, Add or Modify Web Listings [Detail](#) information.
- Values to Exclude**
View or Modify Values to Exclude [Detail](#) information.
- Status of Monthly Updates**
View or Modify Monthly Update Status [Detail](#) information.
- Import Spreadsheet**
Import DHS [Detail](#) information.

- SCAO AWOLP Web Page**
View SCAO AWOLP [Detail](#) information.
- Items to Convert**
View or Modify Items to Convert [Detail](#) information.
- Announcements**
View or Modify Announcements [Detail](#) information.
- Agencies and Foster Homes**
View or Modify Agencies and Foster Homes [Detail](#) information.

	User Name	On Since
1		9:59 AM
2		1:58 PM
3		10:21 AM

1. This area of the screen will display a list of neglect/abuse and dual wards currently considered “AWOLP” in your county. *Note: You do not report on children who are “delinquent only” in this web application. If a delinquent only child’s name appears on the list, contact your local DHS office.* Click on a name to open the record.
2. The application defaults to displaying information for “New” and “Open” records. Select “Disposed” and click “Change” to see closed records.
3. The search feature will allow you to quickly locate records by simply typing in the child’s last name.
4. You may expand the number of rows displayed by clicking the down arrow and choosing a larger number.

AWOLP Incident Page - Windows Internet Explorer

https://courts.michigan.gov/AWOLP/Incident.aspx

File Edit View Favorites Tools Help

Share Browser WebEx

AWOLP Incident Page

Welcome, Deborah M. Marks

Applications AWOLP Home Administration Reports Utilities

Submit Print < Previous Incident Next Incident >

Minor's Name: Aardvark Aaron

Race Code: White

Web Link: No Web Link Available

Gender: Male

Date Of Birth: 7/29/1997

DHS Case #: X9999999A

SWSS #: 9999999

Originating County: Wayne County

Current County: Wayne County

Court Case #:

Assigned Judge:

Load #: 8226021804

AWOLP Information LEIN Activity AWOLP Hearings Comments AWOLP Status

Legal Status: 42 Temp Court Ward

Date Missing: 3/19/2011

Judge / Referee:

Placement Type: ☒ Unknown

☐ Residential Facility

☐ Licensed Foster Home (Non-Relative / Non-Fictive Kin)

☐ Relative (Licensed Foster Home)

☐ Relative Home (Non-Licensed)

☐ Fictive Kin (Licensed Foster Home)

☐ Fictive Kin (Non-Licensed)

☐ Supervised Independent Living (Select Appropriate Residential Facility)

☐ Supervised Independent Living (Enter Non-Residential Placement)

☐ Independent Living (Enter Minor's Address)

☐ Other (Please Describe in Detail)

Find Placement

Placement:

DHS Case Worker

Name:

Phone:

Add

There are five tabs for each record: AWOLP Information, LEIN Activity, AWOLP Hearings, Comments, and AWOLP Status. We will start with AWOLP Information and work our way across from left to right.

1. The upper portion of the screen populates from information SCAO receives weekly via spreadsheet from DHS. That information is uploaded essentially three times a month, usually on Mondays.
2. Larger counties tend to use the "Court Case #," "Assigned Judge," and "Judge/Referee" fields to help track their cases, but it is not mandatory. Clicking the arrow beside "Assigned Judge" will open the list of family division judges in your county; same with "Judge/Referee."
3. DHS case workers and their contact information may be added to assist with case tracking; again, it is not mandatory.
4. The Placement Type defaults to "Unknown." You will be providing information about where the child ran from. Depending on which category you choose, the "Placement" box will change. For example, if the youth ran from a residential facility, when you click the radio button in front of "Residential Facility," the box will change to "Residential Facility." You can then make your selection from the drop down options. If you click the radio button in front of "Licensed Foster Home," the box will change to "Child Placing Agency" and an additional field for "Foster Home" will appear. Once you make your selection from the drop down options for the child placing agency, you will be able to select the appropriate foster home.

NOTE: The bottom section of the screen appears on the next page of this manual.

AWOLP Incident Page - Windows Internet Explorer

https://courts.michigan.gov/AWOLP/Incident.aspx

File Edit View Favorites Tools Help

Convert Select

Share Browser WebEx

AWOLP Incident Page

☐ Fictive Kin (Licensed Foster Home)
☐ Fictive Kin (Non-Licensed)
☐ Supervised Independent Living (Select Appropriate Residential Facility)
☐ Supervised Independent Living (Enter Non-Residential Placement)
☐ Independent Living (Enter Minor's Address)
☐ Other (Please Describe in Detail)

Find Placement **1** Placement:

☐ Missing Person Police Report Made Date: Complaint #:
☐ Police Investigator Assigned Police Name: Date:
☐ DHS Investigator Assigned DHS Name: Date:
☐ Suspected Abduction Suspect Name: Relationship:
☐ Amber Alert Sought Date:
☐ Amber Alert Obtained Date:
☐ National Center for Missing and Exploited Children Involved Date:
☐ L-GAL Notified Date:
☐ Family Member(s) Notified Date: Comments:
☐ Pick-up Order Requested Date:

Submit Print < Previous Incident Next Incident >

2

Done Internet 100%

1. The balance of the first screen is dedicated to the various steps a DHS worker must take or at least consider when the child is first identified as AWOLP. In every case, the worker should ensure that a missing person police report is made, that the National Center for Missing and Exploited Children is involved, that the L-GAL and family members are notified, and that a pick-up order is requested.
2. Once you have completed this screen, please click submit to save the changes to the record then click the "LEIN Activity" tab to continue.

AWOLP Incident Page - Windows Internet Explorer

https://courts.michigan.gov/AWOLP/Incident.aspx

File Edit View Favorites Tools Help

Convert Select

Share Browser WebEx

AWOLP Incident Page

Michigan Court Application Portal

AWOLP Incident

Logout

Welcome, Deborah M. Marks

Applications AWOLP Home Administration Reports Utilities

Submit Print 3

< Previous Incident Next Incident >

Minor's Name: Aardvark Aaron

Race Code: White

Web Link: No Web Link Available

Gender: Male

DHS Case #: X9999999A

Originating County: Wayne County

Current County: Wayne County

Court Case #:

Assigned Judge:

Date Of Birth: 7/29/1997

SWSS #: 9999999

Load #: 8226021804

AWOLP Information LEIN Activity AWOLP Hearings Comments AWOLP Status

☐ Not Entered Into LEIN Reason:

2

Date Ordered Into LEIN	Date Provided To LEIN	Date Entered Into LEIN	LEIN Expiration Date	Comments
		3/28/2011	7/29/2015	We are expiring the LEIN on the child's 18th birthday.

Edit Delete

Add

1

4

Done

Internet

100%

1. To add LEIN information, click "Add," type or select the appropriate dates (the "Date Entered Into LEIN" field is mandatory), add any comments you may wish to make, then click "Insert." NOTE: If you forget to click "Insert," none of the information on this screen will be saved.
2. Although there are ways to enter all missing persons into LEIN, we understand that some courts do not make the order for older children. If so, please click "Not Entered Into LEIN" and provide the reason.
3. Once you have completed this screen, please click submit to save the changes to the record.
4. Click the "AWOLP Hearings" tab to continue.

AWOLP Incident Page - Windows Internet Explorer

https://courts.michigan.gov/AWOLP/Incident.aspx

File Edit View Favorites Tools Help

Share Browser WebEx

AWOLP Incident Page

Michigan Court Application Portal

AWOLP Incident

Logout

Welcome, Deborah M. Marks

Applications AWOLP Home Administration Reports Utilities

Submit < Previous Incident Next Incident >

Minor's Name: Aardvark Aaron

Race Code: White

Web Link: No Web Link Available

Gender: Male

DHS Case #: X9999999A

Originating County: Wayne County

Current County: Wayne County

Court Case #:

Assigned Judge:

Date Of Birth: 7/29/1997

SWSS #: 9999999

Load #: 8226021804

AWOLP Information LEIN Activity AWOLP Hearings Comments AWOLP Status

	Hearing Date	Canceled and/or Re-Scheduled	Occurred	Hearing Findings
Edit Delete	3/28/2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The child is still AWOLP. Reasonable efforts to locate the child. Next hearing in April.
Edit Delete	4/25/2011	<input type="checkbox"/>	<input type="checkbox"/>	
Add				

Done

Internet 100%

1. To add a new AWOLP hearing, click "Add," type or select the appropriate date, then click "Insert."
2. After the hearing has occurred, you will use the "Edit" feature to select the "Occurred" box and add hearing findings, then click "Insert." Remember to add the next hearing date using the instructions above.
3. If the hearing is canceled or rescheduled, you will use the "Edit" feature to select the "Canceled and/or Re-Scheduled" box and add any comments under hearing findings, then click "Insert." Again, remember to add the new hearing date using the instructions above.

NOTE: If you forget to click "Insert," none of the information on this screen will be saved.

4. Once you have completed this screen, please click submit to save the changes to the record.
5. Click the "Comments" tab to continue.

AWOLP Incident Page - Windows Internet Explorer

https://courts.michigan.gov/AWOLP/Incident.aspx

File Edit View Favorites Tools Help

Share Browser WebEx

AWOLP Incident Page

Submit

Minor's Name: Aardvark Aaron

Race Code: White

Web Link: No Web Link Available

Gender: Male

DHS Case #: X9999999A

Originating County: Wayne County

Current County: Wayne County

Court Case #:

Assigned Judge:

Date Of Birth: 7/29/1997

SWSS #: 9999999

Load #: 8226021804

AWOLP Information LEIN Activity AWOLP Hearings Comments AWOLP Status

1	Comment Date	Comment	Created By
Edit Delete	3/28/2011	This is a test comment for purposes of the AWOLP training on Tuesday, March 29, 2011. Nice job, Deb!	Ms. Angel Sorrells
Edit Delete	3/29/2011	DHS staff can copy information from the SWSS system, then paste it into this web application as a comment.	Mrs. Deborah M. Marks
Edit Delete	3/29/2011	Comment boxes accommodate a large amount of information, but if they're not large enough for your purposes you can simply add additional comments.	Mrs. Deborah M. Marks
Edit Delete	3/29/2011	To add a comment, click "add," type or paste your comment, then click "insert."	Mrs. Deborah M. Marks
Edit Delete	3/29/2011	To obtain a summary of the information contained in this record, formatted as a report suitable for taking to court, simply click the print icon in the upper or lower left-hand corner.	Mrs. Deborah M. Marks
Edit Delete	3/29/2011	I received a call that Aaron was living with his aunt, Ms. George. I drove to Ms. George's home, and knocked on the door. A boy answered, and said that Aaron was not there, and he did not know where he was. I gave him my card, and asked him to give it to Ms. George.	Ms. Darla Brandon
Edit Delete	3/29/2011	Ms. George contacted me, and said that Aaron was not living with her, and she did not know where he was. She believes that he is living in Kansas with his mother.	Ms. Darla Brandon
Edit Delete	3/29/2011	This is a test. Don't forget to insert!	Mrs. Deborah M. Marks
Edit Delete	4/8/2011	Great job everyone! I am the judge that handling all AWOLP cases. I review this web application weekly to check for your comments as to efforts made to locate missing children. This report may be printed and brought to court for your AWOLP hearing.	Honorable Leslie Kim Smith

Add

DHS staff can copy information from the SWSS system, then paste it into this web application as a comment.

Comment boxes accommodate a large amount of information, but if they are not large enough for your purposes you can simply add additional comments.

1. To add a comment, click "Add," type or paste your comment, then click "Insert." *NOTE: The name of the person who added the comment appears in the "Created by" column; the "Comment Date" is added automatically.*

NOTE: If you forget to click "Insert," none of the information on this screen will be saved.

2. Once you have completed this screen, please click submit to save the changes to the record.
3. Click the "AWOLP Status" tab to continue.

Minor's Name: Aardvark Aaron
 Race Code: White
 Web Link: No Web Link Available
 Gender: Male
 DHS Case #: X9999999A
 Date Of Birth: 7/29/1997
 SWSS #: 9999999
 Originating County: Wayne County
 Current County: Wayne County
 Court Case #:
 Assigned Judge:
 Load #: 8226021804

AWOLP Information | LEIN Activity | AWOLP Hearings | Comments | AWOLP Status

☐ This Child was Still Missing at the End of the Previous Month and Remains in AWOLP Status. ← 1
☐ Removed from LEIN Date Removed from LEIN:
☐ This Child was Located ← 2
☐ Removed from AWOLP Status ☐ Not Removed from AWOLP Status
 Date Located:
 Address, City, and/or State Where Located:
 Located With: (e.g. Parent, Sibling, Friend - Provide Name)
☐ Approved by DHS ☐ Court Ordered
☐ This Child is Still Missing but was Removed from AWOLP Status ← 3
 Reason(s):
☐ Termination of Court Jurisdiction Date Jurisdiction Terminated:
☐ Maximum Benefits of Service
☐ Maximum Jurisdictional Age
☐ Other:
 Reason(s) Child Was AWOLP (Check All that Apply): ← 4
☐ Child Didn't Like the Facility or Foster Home
☐ Child Was Separated from Siblings
☐ Child Was Transferred to a Different Facility or Foster Home
☐ Child Was Removed from Community and/or School
☐ Child Alleges Abuse
☐ Child Wishes to be Independent
☐ Parental Abduction
☐ Child Wishes to Live with Unapproved Family Member
☐ Child is a Chronic Runner
☐ Possible Mental/Emotional Issues
 Please Provide More Details on the Reason the Child Was AWOLP:

Submit Print

1. Once a month, on one of the first five business days of the month, you must record that the child was still missing at the end of the previous month and remains in AWOLP status. This box is greyed out all but the first five business days, so if you miss the deadline you must call Child Welfare Services staff at 517-373-8036 to have the box checked on your behalf.
2. You may immediately record that a child has been located by clicking the box in front of “This Child was Located.” Continue on to record that the child was removed from AWOLP, the date located, the address where located, and with whom they were located.
3. You may immediately record that the court has terminated jurisdiction by clicking the box in front of “This Child is Still Missing but was Removed from AWOLP Status.” Continue on to record termination of court jurisdiction, the date jurisdiction was terminated, and the reason.
4. When the AWOLP incident concludes, please check all reasons why the child was AWOLP. Note that there is a place for adding details or recording additional reasons.
5. Once you have completed this screen, please click submit to save the changes to the record. If the child was located the child or the court terminated jurisdiction, the record will no longer appear in the list of active cases. However, you may still access it by selecting “Disposed” cases.